



Town of Fort Mill Long-Range Facility Needs Plan

RFQ 500-083

The Town of Fort Mill is seeking a provider to undertake a comprehensive long-range facility needs plan of the existing facilities owned by the Town of Fort Mill. The purpose of the study is to engage a qualified consulting firm to provide input to the Town Administration and Town Council with regard to Town Staff capacity, Town Staff growth forecasts, current and future facility's needs, in order to formulate a long-range facility needs plan of action for Town of Fort Mill facilities.

EVENTS	DATES
RFQ Issuance	December 27, 2021
Deadline for Receipt of vendor questions	January 19, 2022 by 3:00 pm
Bid Due Date and Time	January 26, 2022 by 3:00 pm

Scope of Work

The Town of Fort Mill provides many services to our community with a staff of over 250 employees. The intent of this Request for Qualifications is to retain a firm/consultant to determine the capacity at each facility, to develop employment forecasts for each building and to identify all future facility maintenance needs.

The process should include multiple options for the Town Administration and Town Council to consider prior to a development of a comprehensive Long-Range Facility Needs Plan that will guide in helping to making decisions regarding all major facility improvements, including any renovations, additions, and/or new construction needed over the next 10 years.

Below is a listing of Town owned facilities:

Building & Address	Year Built or Acquired	Square Footage
Town Hall Building	1996 Built	11,658
200 Tom Hall Street		
Fort Mill, SC 29715		
Town Hall Annex (White House)	1930 Built	3,090
210 Tom Hall Street		
Fort Mill, SC 29715		
Fort Mill Utility Office and Shop	1938 Built	10,928
131 E. Elliott Street		
Fort Mill, SC 29715		
Public Works Office/ Maintenance Shop	1965/2000	4,284/4,375
307 E Hill Street		
Fort Mill, SC 29715		
Fort Mill Police Department	2003 Remodel	19,760
112 Confederate Street / 111 Academy Street		
Fort Mill, SC 29715		
Fire Station #1	1994 Built	9,660
121 Tom Hall Street		
Fort Mill, SC 29715		
Fire Station #2	2020 Built	10,362
1841 Doby's Bridge Road		
Fort Mill, SC 29715		
Wastewater Treatment Plant	1987 Built	2,400
1435 Spratt Street	Current Upgrade	10,582
Fort Mill, SC 29715		

Alternate 1

Fort Mill Athletic Facilities

Harris Street Park	465 Harris Street
Calhoun Street Park	203 Calhoun Street
Dobys Bridge Park	1905 N Dobys Bridge Road
Walter Elisha Park	345 N White Street
Steele Street Park	600 Steele Street
Veterans Park	106 N White Street

Alternate 2

Fort Mill YMCA at the Complex	971 Tom Hall Street
Year Built: 1977	Square Footage: 20,000+

Alternate 3

Fort Mill Community Center	1011 Talbot Drive
Year Built: 1955	Square Footage: 17,193

Qualifications:

Eligible respondents will be those *firms/consultants, companies, or combinations of companies* that have the following qualifications:

1. Knowledge of state and federal laws pertaining to public municipal buildings such as state, federal, and international building code requirements, life safety requirements, and other laws, regulations, and rules that provide for a productive workplace.
2. Experience analyzing enrollment projections and other demographic data, evaluating how these relate to physical space requirements, and making recommendations based on those projections and requirements.
3. Experience and expertise in the construction, design, and renovation of municipal facilities as well as the ability to evaluate the physical condition of these facilities.
4. Experience and expertise with construction costs, estimating, and market cost forecasting.
5. Ability to provide full services to the project including licensed construction managers, licensed engineers, licensed architects, and demography consultants that will focus on delivering a comprehensive report on facility needs of the town.

Related Activities during the execution of the project-

(The following is to only take place after the bid is awarded by the Town of Fort Mill.)

- Activities may include but are not limited to:
- Conduct an initial meeting with Town staff and Town Council to discuss specific requirements and options.
- Conduct meetings with staff groups to determine specific needs and long-term goals for each.
- Review of previous studies, reports, census numbers and other documentation.
- Review all facilities.
- Determine/Develop employee capacity and projections for each facility.
- Prepare preliminary plan configurations (options) and proposed building modifications as well as establish detailed preliminary budget options for project components. Present and review with Town staff and Town Council feedback and revisions.
- Upon approval, review refined preliminary plan and budget options and Town Council approval, at which time the document will be considered a Long-Range Facility Needs Plan.
- Work with Town Staff and Town Council to determine implementation steps.
- A written report of a building-by-building facility study of the physical condition and cost of repairs and code compliance, along with the prioritization of any needed repairs. Any scheduled replacement of large cost items including roofs, etc. over the next 10-year period should be included.
- A written report outlining potential annual operating cost savings of any recommended building replacements, new construction, should these options become evidently viable during the study. In this report should be the cost of remaining as-is contrasted with the cost of the recommendations.
- Existing building capacity included in the report will be options/alternatives and the related costs of each option/alternative. Please include any recommended building replacements, reconfigurations, additions, new construction, or any facilities which may be retired or re-purposed.
- A comprehensive multi-year, prioritized facilities plan of action that lays out the timelines and cost for meeting the Town's facility and capital improvement needs for a period of 10 years.
- Completed work within 180 days of following the execution of a contract for these services.

Non-Appropriation of Funds

This Agreement shall be subject to the availability and appropriation of funds by Management, and Town Council. If the Council does not appropriate the funding needed by the Town to make payments under this Agreement for a given fiscal year, the Town will not be obligated to pay amounts due beyond the end of the last fiscal year for which funds were appropriated. No act or omission by the Town, which is attributable to non-appropriation of funds, shall constitute a breach of or default under this Agreement.

Cancellation

An Invitation for Bids, a Request for Proposals, a Request for Qualifications, or other solicitation may be cancelled, or any or all bids or proposals may be rejected in whole or in part as may be specified in the solicitation, when it is in the best interest of the Town. The reasons therefor shall be made part of the contract file.

Compliance with Law

The selected consultant and its agents and employees shall be bound and comply with all federal, state, and local laws, ordinance rules and regulations, as well as all other governing bodies having legal jurisdiction with respect to the area where such work is performed.

Disqualification and Rejection of Quotations

Town of Fort Mill reserves the right to reject any consultant who has failed to perform satisfactorily, or complete on time, or in a manner inconsistent with the bid documents, contract of similar nature, or to reject the RFP of a consultant who is not able to perform such contract satisfactorily. The Town expressly reserves the right to award the contract to the consultant that best meets the requirements as set forth herein – which is in the best interest of the Town and it's need. This solicitation does not commit the Town of Fort Mill to award a contract, to pay any cost incurred in the preparation of a proposal, or to produce or contract for services. A respondent may not alter the RFQ or its components. The Town of Fort Mill reserves the right to accept or reject any or all proposals received as a result of the Request for Proposal, or to cancel it in part or in its entirety if it is in the best interest of the Town of Fort Mill.

The Town reserves the right to change the solicitation schedule or issue amendments to the solicitation at any time. All respondents submitting qualifications agree to abide by all relevant provisions of the South Carolina Code of Laws as they apply.

Excluded Bidders

Bids from vendors/contractors with prior poor performance; quality issues, contract conformance, payment history, timeline compliance, or any other reason the Town deems POOR PERFORMANCE will not be considered. Excluded Vendors/Contractors can resubmit complete company information with references for Town review after a minimum of one year from the last excluded bid. The Town will contact Vendor/Contractor with its decision within 30 days of company information submittal. The Town reserves the right to include or exclude said Vendor/Contractor based on findings.

Pricing Request

Sealed bids will be received by the Procurement Department of the Town of Fort Mill, South Carolina until **3:00 PM** local time on **January 26, 2022**, at which time they will be publicly opened and read aloud. All companies submitting bids are welcome to attend, but attendance is not mandatory. The bid opening will begin promptly at the appointed time located at 200 Tom Hall Street, Fort Mill, SC 29715. No bid may be submitted after the bid opening begins. The bids must be in the possession of the Town of Fort Mill Procurement Manager at the time of the bid opening, and it is the responsibility of the bidder to ensure that the bid arrives in the correct place on time. No bid may be withdrawn for a period of sixty (60) calendar days after the bid opening.

Bids may be mailed to The Town of Fort Mill, Attn: Phillip Aycock, P.O. BOX 159, Fort Mill, South Carolina 29716 or hand delivered to Phillip Aycock, Town of Fort Mill Procurement Manager, 200 Tom Hall Street, prior to the appointed time of the bid opening.

Submission Requirements for Statement of Qualifications:

- **Completed Proposal Cover Form.** This is the only requirement for which there is a prescribed format or form. *The format and media of all other submissions are at the discretion of the offeror but must sufficiently cover the required information.*
- **Cover letter** that indicates the qualifications as described above and additional information as it relates.
- **A complete description of the proposed project team composition** including background data on the proposing firm(s) and a clear description of relevant experience.
- **Resumes of key staff** who will be assigned to this project.
- **Examples of completed projects** by the team within the last 5 years. Description should include an overview of the project, project cost, and staff members responsible.
- **A comprehensive outline of the project approach or work plan**, including a projected timeline.
- List of **at least three references** with contact information.
- **Any other materials** that the firm feels necessary in depicting its qualifications for the project.
- Any **questions** regarding this project should be directed to the Town of Fort Mill Procurement Manager, Phillip Aycock at paycock@fortmillsc.gov.

All bids must be in a sealed envelope and marked **“SEALED BID; TOWN OF FORT MILL LONG-RANGE FACILITY NEEDS PLAN RFQ 500-083, OPEN JANUARY 26, 2022 AT 3:00 PM.”**

Submitting Proprietary/ Confidential Information:

All responses and information submitted in response to the RFQ are subject to South Carolina Public Records disclosure laws. For every document submitted in response to this RFQ which the respondent contends contains information that is exempt from public disclosure because it is either (a) a trade secret as defined in Section 30-4-40(a)(1), or (b) privileged and confidential, as that phrase is used in Section 11-35-410, the respondent must separately mark every page or portion thereof, with the word "CONFIDENTIAL." Likewise, for every document submitted in response to this RFQ which the respondent contends contains a trade secret as that term is defined by Section 39-8-20 of the Trade Secrets Act the respondent must separately mark every page or portion thereof, with the words "TRADE SECRET."

For every document submitted in response to this RFQ which the respondent contends is protected by Section 11-35-1810, the respondent must separately mark every page or portion thereof, with the words "PROTECTED." All markings must be conspicuous; use color, bold, underlining, or some other method in order to conspicuously distinguish the mark from the other text. **Do not mark your entire response as confidential, trade secret, or protected!** If your response or any part thereof, is improperly marked as confidential or trade secret or protected, the Town may, in its sole discretion, determine it non-responsive.

By submitting a response to this solicitation or request, the respondent (1) agrees to the public disclosure of every page of every document regarding this solicitation or request that was submitted at any time prior to entering into a contract (including, but not limited to, documents contained in a response, documents submitted to clarify a response, and documents submitted during negotiations), unless the page is conspicuously marked "TRADE SECRET" or "CONFIDENTIAL" or "PROTECTED", (2) agrees that any information not marked, as required by these bidding instructions, as a "TRADE SECRET" is not a trade secret as defined by the Trade Secrets Act, and (3) agrees that, notwithstanding any claims or markings otherwise, any prices, commissions, discounts, or other financial figures used to determine the award, as well as the final contract amount, are subject to public disclosure.

In determining whether to release documents, the Procurement Manager will detrimentally rely on the respondent's marking of documents, as required by these bidding instructions, as being either "CONFIDENTIAL" or "TRADE SECRET" or "PROTECTED". By submitting a response, the respondent agrees to defend, indemnify, and hold harmless the Town, its officers, and employees, from every claim, demand, loss, expense, cost, damage, or injury, including attorney's fees, arising out of, or resulting from the Town withholding information that the respondent marked as "CONFIDENTIAL", "TRADE SECRET" or "PROTECTED". (All references to S.C. Code of Laws.)

Notice of SC Freedom of Information Act

The parties acknowledge that all material submitted may be subject to release under the South Carolina Freedom of Information Act (FOIA) and will be released to the public unless exempt from disclosure under FOIA. We discourage you from including any information you consider proprietary or trade secret, as this material is subject to the FOIA once it is in the Town's possession. If you must include such information in your submission, please identify it by color, labeling, and/or bold font so that it can be readily identified. In the event the Town receives a request for this material, the Town will notify those parties *who have identified information they believe is proprietary or trade secret* of the request. The Town has a Ten (10-day deadline to produce the material. This is your window to file an action challenging the release. Please be on notice that if the Town is not served such an action, the information will be released).

EVALUATION CRITERIA:

Qualifications and Appraisal

Criterion	Point Value
Overall clarity, organization, and level of detail in Statement of Qualifications (proposal in its entirety)	10
Substantial conformity with RFQ requirements	10
Quality of proposed project staff to be assigned	15
Specific company experience as exemplified by examples of completed municipal/public facility projects as they relate to scope and needs	20
General reputation, reliability, working relationship and performance capability of the team	15
Project Approach or Work Plan	15
Strength of Past Project References	15
Total:	100

Proposal Cover Form

Long Range Facility Needs Plan Firm Submission Form:

Date of Submission: _____

Firm Name: _____

Firm Address: _____

City, State, Zip: _____

Signature of Authorized Agent: _____

Typed or Printed Name / Title: _____

Firm Website: _____

Telephone Number: _____

Email Address: _____

****Please remember to attach this form with your bid information/ supporting documents including items for Alternates 1, 2 and 3. Please keep all information for Alternates 1, 2 and 3 separate from the overall project.